

**SHIAWASSEE COUNTY MEDICAL CARE FACILITY
SHIAWASSEE COUNTY HEALTH AND HUMAN SERVICES BOARD MEETING MINUTES
APRIL 6TH, 2018: ADMINISTRATOR'S CONFERENCE ROOM**

CALL TO ORDER: Mr. Aue called the meeting to order at 10:00 AM. The following attended: Hartmann Aue (Chair), Londa Knauff (Co-Chairperson), Cindy Civile (Member), Shana Espinoza (Administrator), Linda Weber (Chief Financial Officer), Theresa DeLau (Director of Nursing), Jeff Smithingell (Plant Operations), and Jennifer Zemora (Dietary). Also in attendance were Bob Zabowski (Edmond London & Associates), Chad Dean and Zack Zechmeister (Spence Brothers), Judy Mills and Chelsea Edwards (Administrative Assistants to the Administrator).

Approval of the Shiawassee County Medical Care Facility/Shiawassee County Department of Health and Human Services Board meeting minutes from March 9th, 2018: Mrs. Knauff moved to accept the minutes of the March 9th, 2018 meeting; Mrs. Civile supported the motion, which passed by an all yea vote.

1. **Public Participation:** Richard Reed and his daughter (Barb Barker), as well as James Thelen, were present to express concerns with call lights and staffing. After discussion, Mrs. Espinoza asked to set up a follow-up meeting to address their concerns.
2. **New Pleasant View Building- CM Payment Request #21:** Spence Brothers submitted a request for payment #21 for \$388,219.88. Mrs. Knauff made a motion to approve the request for payment #21 to Spence Brothers for \$388,219.88; Mrs. Civile supported the motion, which passed by an all yea vote
3. **New Pleasant View Building- ELA Insurance:** Mrs. Espinoza reminded the board of the May 2016 vote to obtain additional insurance for the building with Edmond London & Associates. This vote approved further insurance for an additional 4 years at a cost not to exceed \$3,000/year. In the June 2016 meeting, a revision to the vote occurred that increased the cost to \$5,250. Mrs. Espinoza explained the renewal is due May 1st in order to continue the insurance for 2018; the cost should be \$5,250. The final amount to be presented in the next few weeks to be voted on by the board. It should be noted that no vote on this matter occurred at the April 6th 2018 board meeting.
4. **New Pleasant View Building- PCCO #054:** Mrs. Espinoza recommended a motion to approve PCCO #054 for \$4,205.48. This expense was the addition of tile in necessary areas. Mrs. Knauff made a motion to approve PCCO #054 for \$4,205.48; Mrs. Civile supported the motion, which passed by an all yea vote.
5. **New Pleasant View Building- PCCO #055:** Mrs. Espinoza recommended a motion to approve PCCO #055 for \$9,939.80. Zack Zechmeister provided further explanation of the expense, and after discussion Mrs. Knauff made the motion to approve PCCO #055 for \$9,939.80; Mrs. Civile supported the motion, which passed by an all yea vote.

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6. **New Pleasant View Building- PCCO #056:** Mrs. Espinoza recommended a motion to approve PCCO #056 for \$1,755 for drywall repairs. These repairs were necessary due to other companies completing work. Mrs. Knauff made the motion to approve PCCO #056 for \$1,755; Mrs. Civile supported the motion, which passed by an all yeas vote.

7. **New Pleasant View Building- Analysis of Building Project Costs and Cash/Financing Available:** The CON Program has requested a final report on the opening of the new facility by April 19th, 2018. Final figures on project costs are being calculated for the report. We will present this report along with final Analysis of Building Project Costs and Cash/Financing available at the next meeting.

At 10:32, Zack Zechmeister and Chad Dean from Spence Brothers as well as Bob Zabowski from Edmund London & Associates left the meeting.

8. **New Pleasant View Building- Marketing/PR:** Mrs. Espinoza discussed our participation in the job fair on March 28th as well as updates to the facility website and facility brochure. She also updated the board on the current CRT Committee activities.

9. **New Pleasant View Building- Staff Recognition Funds:** Mrs. Espinoza explained to the board how facility funds have been used for staff recognition. It has come to our attention that the funds could be considered inappropriate use of funds. This is due to our nature as a municipal entity. This is being reviewed with our legal team to verify what can and cannot be spent for employee recognition. Moving forward, fundraising will occur through the CRT committee to cover these types of expenses. Mrs. Espinoza also spoke about bringing in donations for said expenses. Update to occur at next meeting.

10. **New Pleasant View Building- Medicaid Reimbursement Rate Change:** Mrs. Espinoza informed the board we have received notice that effective 2/1/18 our Medicaid reimbursement rate has changed to \$296.35/day. This is a decrease from \$304.60/day. This change is based on updated figures in the calculation of the Plant Cost Component based on the facility's most recently filed 2016 cost report. We are working to verify the accuracy of this calculation.

11. **Financial- Memorial Fund:** As of December 31st, 2017 the fund held \$19,959.97 in restricted and non-restricted donations. No donations were made in January and February 2018. In June 2017, it was approved that up to \$11,834.67 in funds donated to this account without specific use were approved to be used for the creation of a memory wall at the new facility. Total costs incurred to create the memory wall are \$12,834.30 (this was over the initial calculation due to design costs that were not in the original calculation); therefore, the full amount of \$11,834.67 will be used to pay for these costs and the remaining balance in the Memorial fund will be \$8,125.30. Determination of the earnings on just the Memorial fund portion of this bank account remains forthcoming and the applicable amount will be added to the bank account for Memorial Funds.

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12. **Financial Report:** Mrs. Weber presented the unaudited financials for December 2017. Mrs. Knauff made the motion to approve the unaudited financials for December 2017; Mrs. Civile supported the motion, which passed by an all yeas vote.
13. **Financial- Accounts Payable:**
- Mrs. Weber presented the accounts payable check register with an ending date of 3/13/18 for \$719,334.95. Mrs. Knauff made the motion to approve payment of the check registered with an ending date of 3/13/18 for \$719,334.95; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mrs. Weber presented the accounts payable check register with an ending date of 3/23/18 for \$1,122,140.36. Mrs. Knauff made the motion to approve payment of the check registered with an ending date of 3/23/18 for \$1,122,140.36; Mrs. Civile supported the motion, which passed by an all yeas vote.
14. **Financial- Payroll:** Mrs. Lamb spoke in reference to OT still being high due to 1:1 monitoring and necessary door coverage.
- Mrs. Weber presented payroll from 2/19/18-3/4/18 for \$380,124.86, which was paid on 3/16/18. Mrs. Knauff made the motion to approve payroll from 2/19/18-3/4/18 for \$380,124.86; Mrs. Civile supported the motion, which passed by an all yeas vote.
 - Mrs. Weber presented payroll from 3/5/18-3/18/18 for \$408,981.91, which was paid on 3/0230/18. Mrs. Knauff made the motion to approve payroll from 3/5/18-3/18/18 for \$408,981.91; Mrs. Civile supported the motion, which passed by an all yeas vote.
15. **Occupancy Data Comparison:** Mrs. Espinoza presented the occupancy data comparison, which showed the average daily occupancy to be higher in February 2018 than in February 2017.
16. **Write-Offs:** There were no write-offs presented.
17. **Operations- Common Angle:** Mrs. Espinoza presented that the phone switch to SPS occurred in the middle of March. The phones are working as expected. Stingray is continuing to resolve outstanding contract items with Common Angle's oversight. Mrs. Espinoza presented an expense for \$3,000 for additional resident phones that was not included in the original amount (which was discussed at the meeting when SPS was approved). This expense includes the license that can be transferred in use between residents.
18. **Operations- State:** There are no outstanding facility reported incidents at this time.
19. **Operations- Incident/ Accident Report:** January 2018 through March, 2018 incident/accident reports were reviewed.

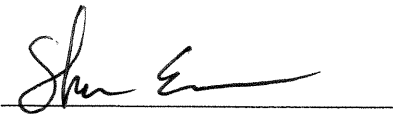
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20. **Strategic Planning- Culture Change Journey:** Mrs. Espinoza informed the board of the April 13th meeting with Vicki Burlew and the Leadership Team to review the Eden plans for the remainder of 2018.
21. **Human Resources- Physician Payment:** Mrs. Espinoza recommended a motion to approve additional payment of \$1,500/month to Dr. Christy for his role as attending physician. He previously agreed to work in conjunction with TeamHealth (the company that brought in the Physician Assistant), who agreed to pay him \$2,000/month to serve in that role. Mrs. Espinoza was notified last month that Dr. Christy does not technically work for TeamHealth, and they will only continue to pay him \$500/month. He has asked Pleasant View to cover the remaining \$1,500/month. After discussion, Mrs. Knauff made the motion to approve additional payment of \$1,500/month to Dr. Christy for his role as attending physician; Mrs. Civile supported the motion, which passed by an all yea vote.
22. **Human Resources- Insurance Change:** Mrs. Espinoza explained the discovery that the insurance we negotiated did not clearly show that the mental health benefits were changing. As a result, individuals were having to meet their out of pocket maximum before the 20% co-insurance would kick in. Mrs. Espinoza addressed this concern with Blue Cross; they have agreed to reimburse the affected employees who had insurance in 2017, as well as not charge a co-pay for the remainder of 2018. The Union has filed a grievance, which is being worked through.
23. **Human Resources- Referral/Sign on Bonus for Nurses:** Mrs. Espinoza presented the referral/sign on bonus policy. She also spoke about wanting to develop a tuition reimbursement program for consideration of the board at a further meeting. After making the suggestion of keeping the verbiage of the policy gender neutral, Mrs. Knauff made the motion to approve the referral/sign on bonus policy; Mrs. Civile supported the motion, which passed by an all yea vote.
24. **Human Resources- Administrator Job Description:** Mrs. Espinoza presented a revised job description for the Administrator position. Mrs. Civile made the motion to approve the revised Administrator job description; Mrs. Knauff supported the motion, which passed by an all yea vote.
25. **Human Resources- EEOC:** As discussed at the last board meeting, a complaint of sexual discrimination was filed against the facility on 1/25/18 through the EEOC. Lawyers have been involved for assistance; no further information to be presented at this time. On March 12th and March 13th, a complaint alleging discrimination from two separate individuals was filed through the EEOC. A letter was given to the Administrator a few days prior to the March 13th complaint. Legal assistance has been obtained for both allegations; per Administrator request, the legal team is going to review allegations in the letter and is conducting an investigation.
26. **Updated Policies- Electronic Use Policy:** Mrs. Espinoza presented an electronic use policy that was created to keep all electronic equipment secure and protected from abuse/misuse.

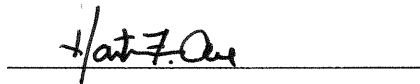
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27. **Memorial Meeting:** Mrs. Espinoza informed the board of a meeting she had with Memorial Health Care on April 2nd, 2018. Memorial potentially wants to close down their Long Term Care Unit and transfer the beds to Pleasant View. She stated that the meeting was very brief with not much information other than what is noted in these minutes. She further explained how beneficial this would be for Pleasant View's future, and has asked the department heads to come up with staffing/expenses they anticipate in the expansion to the building. Future and ongoing discussions are to come.
28. **Physical Plant:** Mrs. Espinoza informed the board of a small fire in the kitchen hood in Lola's Diner on March 16th. The fire was discovered in wires that were melted. The maintenance department did a great job shutting down the power to prevent the spread of concern. Spence was notified, and they brought in a company named Goyette who came out to fix the concerns (adjusting amp levels and connecting fan control). The system is now working properly without concern.
29. **Nursing- Quarantine:** Mrs. Espinoza and Mrs. DeLau informed the board that the Safe Havens unit had to be quarantined on March 22nd for cases of influenza. There were two cases total; our infection control nurse with the assistance of our physician, monitored the situation. The quarantine lifted March 30th.
30. **Activities:** No presentation.
31. **Revised Board Meeting Schedule:** Mrs. Espinoza presented the updated board meeting schedule. Mrs. Knauff made the motion to approve the revised board meeting schedule as written; Mr. Aue supported the motion, which passed by consensus. Mr. Civile abstained.
32. **Next Meeting Date:**
- Friday, May 4th at 10 AM in the Administrator's Conference Room.
33. **Adjournment:** Mrs. Knauff made the motion to adjourn the meeting at 11:37 AM; Mrs. Civile supported the motion, which passed by an all yea vote.

Meeting Adjourned at 11:37 AM.



Administrator



Board Chairman